

PERSONNEL POLICY
Fauquier County, Virginia

Policy Title:	Section No.:	Effective Date:
Assisting Employees with Life-Threatening Illnesses	28	7/5/88
		Supersedes Policy:
		New

I. PURPOSE

~~The purpose of this policy is to define the County's responsibilities, requirements, procedures and guidelines concerning employees with life-threatening illnesses including, but not limited to cancer, heart disease and AIDS.~~

II. RESPONSIBILITIES

- ~~A. Employees with life-threatening illnesses may wish to continue working as long as possible. If these individuals are able to perform their job duties in a satisfactory manner and the Fauquier County Health Department indicates that their conditions are not a threat to themselves or others, supervisors shall ensure that they are treated consistently with other employees.~~
- ~~B. The County likewise is responsible for providing a safe work environment for all employees and shall take precautions to ensure that an employee's condition does not present a health or safety hazard to co-workers or County citizens.~~
- ~~C. The County has a responsibility to make reasonable accommodations for employees who are suffering disabling effects of a disease in order to facilitate the continuance of their employment. Supervisors and managers should be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process, or may help to prolong that employee's life.~~
- ~~D. Information regarding an employee's health condition is sensitive and shall be treated as such. Under the Virginia Privacy Protection Act, routine access to an employee's medical files is limited to designated representatives of the County Health Department and the County Personnel Department.~~

III. PROCEDURES

- ~~A. Employees who are diagnosed with life-threatening illnesses shall be assisted in the following ways:~~
 - ~~1. Supervisors shall make reasonable accommodations to allow employees to continue working. This may include, among other things, change in the physical environment, adjustment of job duties or transfer to a more suitable position.~~
 - ~~2. Employees may be referred to agencies and organizations which offer supportive services. The County Personnel Department (347-8699) can provide names and telephone numbers of appropriate groups.~~
 - ~~3. The County Personnel Department (347-8699) can provide benefit consultation to the employee on effectively managing health insurance, leave and other employee benefits.~~

- ~~B. If there is a question about the contagious nature of an employee's illness, he or she shall be required to furnish a statement from an attending physician verifying that his or her continued presence at work does not pose a threat to others. This statement will be reviewed by the Fauquier County Health Department and a fitness-for-duty medical examination may be required for a final decision regarding whether or not the employee may remain on the job.~~
- ~~C. If the employee's ability to perform his or her job duties is in question, the employee shall be required to take a fitness-for-duty medical examination, administered by the Fauquier County Health Department.~~
- ~~D. The concerns of co-workers should be treated sensitively. management and employee education on terminal illness and specific life-threatening diseases may be arranged through the County Personnel Department. No special consideration should be given beyond normal transfer requests for employees who feel threatened by a co-worker's life-threatening illness.~~
- ~~E. For information on laws regarding discrimination of handicapped persons, and for further guidance in managing a situation which involves an employee with a life-threatening illness, contact the County Personnel Department (347-8699).~~
- ~~F. Employees should be encouraged to seek assistance from established community support groups for medical treatment and counseling services. Information on these groups can be requested through the County Personnel Department or the County Health Department.~~